



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: 72 Hour Trip Permits

CUTOFF: Date of correspondence

DESCRIPTION: Motor Fuel, Reciprocity, or Intrastate Decal 72 hour trip permits for motor carriers.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17610

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Apportioned Application - Missouri Motor Carriers

CUTOFF: Expiration of license

DESCRIPTION: The annual application and supporting documents filed by interstate trucking companies based in Missouri per the International Registration Plan (IRP). Includes, but is not limited to vehicle title work, personal property tax receipt and heavy highway use tax receipt.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17581

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Apportioned Application Transmittals

CUTOFF: Date of correspondence

DESCRIPTION: The annual applications filed by trucking companies based in states other than Missouri.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17582

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Enforcement Case Settlements

CUTOFF: Resolution of dismissal

DESCRIPTION: Enforcement case settlements, extensions, penalties, charges, letters and payment information records created by MoDOT for Motor Carriers' non-compliance.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17639

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Hazardous Waste Transporter Files

CUTOFF: Expiration of license or permit

DESCRIPTION: Applications, supplemental transactions, licenses and other correspondence related to a motor carrier's Hazardous Waste License or Waste Tire Transporter Permit required by 10 CSR 25-6.

RETENTION: Years: 40 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17724

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: International Fuel Tax Agreement Accounts

CUTOFF: Date of correspondence

DESCRIPTION: The annual application, quarterly tax reports and supporting documentation for the International Fuel Tax Agreement (IFTA) filed by interstate Motor Carriers in Missouri. These are required for compliance with the IFTA program per 7 CSR 10-25.073.

RETENTION: Years: 4 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17617

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Intrastate and Interstate Carrier Case Files

CUTOFF: End of state fiscal year in which cancelled or revoked

DESCRIPTION: File containing applications, orders and other correspondence related to a Motor Carrier's operating authority in the state of Missouri. See 7 CSR 265-10.020.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17658

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Intrastate Motor and Bus Tariffs and Time Schedules

CUTOFF: End of state fiscal year when cancelled

DESCRIPTION: Tariffs and time schedules for motor and bus carriers. MoDOT is required to maintain an active tariff and/or time schedule on all active Household Goods and Passenger-Other-Than-Charter Carriers per CSR 265-10.050.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17653

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Motor and Bus Insurance Certificates

CUTOFF: End of state fiscal year in which cancelled or revoked

DESCRIPTION: Insurance certificates for motor and bus carriers required for operating authority to be filed with MoDOT per 7 CSR 265-10.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17655

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Motor Carrier Annual Reports

CUTOFF: End of state fiscal year

DESCRIPTION: Household and passenger carriers' annual report provided to MoDOT for compliance with Intrastate Operating Authority. Annual reports are required by the Federal Motor Carrier Safety Administration, regulation 369.1.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17651

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Motor Carrier Orders

CUTOFF: End of State Fiscal Year

DESCRIPTION: Motor Carrier Division orders including suspension, reinstatement, revocation, citation, out of service, license suspension and correspondence with individuals and companies receiving the order.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17580

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Oversize or Overweight Permit

CUTOFF: When superseded or obsolete

DESCRIPTION: Approved/Disapproved movement of super loads on specific routes. Permits are needed when oversized loads are to be transported on Missouri roads and bridges.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23789

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Rate, Tariff and Financial Audits

CUTOFF: End of state fiscal year

DESCRIPTION: MoDOT's audit documentation of Motor Carrier rates, tariff or financial statements to ensure compliance with rate and tariff regulations.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17649

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Reciprocity Agreements

CUTOFF: Term of Agreement

DESCRIPTION: Missouri Motor Carrier Reciprocity Agreements with other States.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 17615

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Regulatory Transportation License Sales

CUTOFF: End of state fiscal year

DESCRIPTION: Application for purchase of annual or additional regulatory transportation licenses, or purchase of regulatory license 72 hour trip permit. Includes supporting documentation for the sale of the license decal.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23718

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Safety and Compliance Case Management Files

CUTOFF: End of federal fiscal year

DESCRIPTION: Files related to state and federal Safety and Compliance case management. Includes various Motor Carrier compliance reviews, safety audits and inspections records.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23717

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Safety and Compliance Medical Program Files

CUTOFF: End of federal fiscal year

DESCRIPTION: Driver applications, certifications, examinations or other correspondence related to driver compliance with the medical program required to obtain a Commercial Drivers License under special circumstances.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23719

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Safety and Compliance Performance and Registration Information Systems Management (PRISM) Program

CUTOFF: End of federal fiscal year

DESCRIPTION: Motor Carrier Out of Service Orders, Suspension and Reinstatement Orders and other correspondence related to the administration of the PRISM program.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23742

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Motor Carrier

Sub-Section:

TITLE: Special Authorities

CUTOFF: When superseded or obsolete

DESCRIPTION: MoDOT orders and supporting documentation including but not limited to relief of rules and rates, and application of tariff rules for Motor Carriers.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17652

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Unused Regulatory Transportation Licenses

CUTOFF: End of State Fiscal Year

DESCRIPTION: Unused motor carrier regulatory transportation licenses from previous registration years. These are a yearly license required in addition to the operating authority. The licenses are a decal sticker.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17647

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011